

**SECRET**

DTR-5698

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10 NOV 1970

MEMORANDUM FOR: Equal Employment Opportunity Officer  
Support Directorate

SUBJECT : OTR Report on Equal Employment Opportunity  
Program

REFERENCE : DDS 70-4109 dtd 8 Oct 70

1. The following information is keyed to paragraph 2 of the referent memorandum.

Resources

No specific officer has been designated the OTR Equal Employment Opportunity Officer. Employees of OTR who have questions pertaining to EEO or have a grievance have the Executive Assistant or the Personnel Branch available at any time to discuss these matters. No specific training has yet been provided in this field, however, all School Chiefs have been briefed regarding the Program.

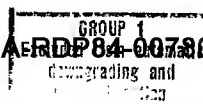
Recruitment

While overall recruitment has been negligible in recent times, we have, in consonance with the Office of Personnel, done some limited recruiting for Clerical Instructors and Scientific Linguists. The Clerical Instructors are all female due largely to the nature of these positions and the qualifications required. The Scientific Linguists are recruited completely on the basis of qualifications regardless of sex, color, etc. As an example, OTR hired [REDACTED] (black) as a Scientific Linguist at the GS-10 level in January of 1970. His educational and experience background is outstanding.

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### Utilization of Present Skills

The Training Career Board and Training Career Panel consistently consider the proper placement of OTR personnel generally, the use of internal and external training to improve skills, and the use of testing to identify skills and potential. As an example, [redacted] (black) 25X1 will be given the opportunity to replace the Librarian in the OTR Library in February 1971 upon retirement of the Librarian. Another example is the utilization of [redacted] as a Clerical Instructor based on her performance in this capacity even though she does not have the amount of formal education normally desired.

### Upward Mobility

#### Training

Attached is a cross section of courses in which our female and minority group have participated. As can be seen generally by the titles, the courses were selected for the job related content as well as the broadening aspects involved.

#### Appointments

A GS-14 female member of the Management Advisory Committee.  
A GS-13 member of the Training Career Panel.  
A GS-13 female as OTR Representative to FSI for Registrar matters.  
A GS-11 female as Secretary to the Training Selection Board.  
A GS-11 female as one of our representatives at the National Society for Programmed Instruction.  
A GS-09 female as Secretary to the Training Career Panel.

#### Promotions (Females unless otherwise noted)

During 1970 to:

GS 04	-	5
GS 05	-	5
GS 06	-	8
GS 07	-	3
GS 09	-	1
GS 10	-	1 (minority)
GS 11	-	3
GS 12	-	1
GS 13	-	1

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### Reassignments

A number of reassignments are either accomplished or pending which provide opportunity for career development and for the advancement. They are as follows:

A GS-09 female converted from a senior secretarial position to that of instructor in the Support School.

A GS-07 female converted from a senior secretarial position to a position of Training Officer in the Language School where her duties will include considerable research and support for the Language Development Committee.

A GS-07 female (black) previously mentioned who will assume the duties of Librarian in the OTR Library. She was previously assistant to the Librarian. She has begun a training program designed to assist her in the performance of her new duties.

A GS-10 male of Asian ethnic background who was promoted to that grade this year and who has been assigned as Chief of the Audio Aids Section. He has taken and will continue to take numerous job related courses.


A GS-07 female previously mentioned who has now been accepted as a Clerical Instructor following seven months of satisfactory service in the position.

### Supervisors and Managers

The EEO Program has been fully discussed and explained at the senior management levels. In addition, School Chiefs have discussed this within their own areas with their supervisory personnel. Any issuances published by the Agency on the EEO Program receive full distribution in OTR and the material is available in the Personnel Branch to any employee who cares to review it or discuss it.

### Evaluation and Reports

While no formal reports are presently generated, both the Career Board and the Career Panel take into account the status of minority employees and women in an effort to provide opportunities for more responsible assignments or the improvement of skills used in existing assignments.

  
HUGH T. CUNNINGHAM  
Director of Training

25X1

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INTERNAL

Administrative Procedures  
Support Services Review  
Field Finance and Logistics  
Introduction to Intelligence  
Reading Improvement  
Writing Workshop  
CS Records Courses  
Supervision  
The Budget Process  
Intelligence Review  
Effective Speaking

Advanced Management Planning  
Management Grid  
Typing Techniques Review  
Introduction to Communism  
French Seminar  
CS Name Checks  
ADP Courses

EXTERNAL

IBM - Card Punch Procedures  
CSC/Brookings - Advanced Secretarial Techniques  
GSA - Defensive Driving Techniques  
CSC - Automatic Data Processing Orientation  
Amer. U. - Paper Management Workshop  
Amer. U. - Management of Institutional Records Systems  
G.W.U. - Occupational and Educational Info  
U. of Michigan - Workshop of Programmed Learning  
U. of Michigan - Workshop of Programmed Learning  
G.W.U. - Voice and Diction  
CSC - Programmed Instruction Applicable for Government Training  
CEIR - Computer Instruction  
Penn State U. - Management Program for Women Executives  
CSC - Kings Point Seminar  
No. Va. CC - English Composition  
College Admissions Information  
American Society of Training Directors-Effective Employee Counseling  
AMA - Publications Planning  
GPO - Editorial Planning for printing Production  
Business Education in Changing Work World  
Managing Programmed Learning Effort  
Georgetown U. - Advanced Tagmemics  
Georgetown U. - Automated Processing of Linguistic Data  
Maryland U. - Gregg Methods Conference  
Virginia U. - World Geography  
RCA - Electronic Fundamentals  
Advanced Communications Technical Seminar  
Microfilm Conference  
AMA - Fundamentals of Library Management

EXTERNAL (Cont'd)

ACAF - National Security Seminar  
Motion Picture Projection Systems Maintenance  
16mm Sound Motion Picture Program  
Demonstrations in Video Tape Techniques  
USDA - Seminar for Women Executives